

**City of Seattle**  
**Civil Service Commission**  
**May 16, 2012**

**APPROVED JULY 18, 2012**

**Call to Order:** Commission Chair Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

Commission Chair Ellis H. Casson  
Commissioner Steven Jewell  
Commissioner Eric de los Santos  
Jennifer A. Greenlee, Executive Director  
Teresa Jacobs, Administrative Staff Assistant

**Not in Attendance:**

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

**No one signed up to speak**

**ACTION ITEMS**

1. **Approval of April 18, 2012 Meeting Minutes:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. The motion passed.
2. **Monthly Case Status Report & Appeals Update:** The Commission reviewed the monthly case status report.
3. Executive Directors Report:
  - **Monthly Summit Budget Report:**  
Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month of May, and indicated that cost savings have come from not hiring the additional admin.
  - **Civil Service Conference-September 2012:** The Executive Director informed the Commission that there are limited travel funds for all Commissioners to attend the Civil Service Conference in Wenatchee. Ms. Greenlee indicated she would attend and give a report to the Commission.

- **Intern:** Ms. Greenlee distributed the resume of the college intern who will begin mid-June and remain with the Commission until October. The Commissioners will meet the intern at its joint meeting on June 18.

#### **DISCUSSION ITEMS**

##### **4. Old/New Business/Update/Pending:**

- **Proposed Joint Meeting of the Commissions:** The joint meeting of the Public Safety and Civil Service Commissions is scheduled for June 18.
- **Civil Service Commission Rules:** Commissioner Jewell and the Executive Director reviewed the rules and will present suggestions at a meeting when Assistant City Attorney and commission counsel Gary Smith, is present.
- **Limited Agendas:** Commission Chair Casson suggested when there are limited agenda items, the chair would preside via telephone.
- **Legislation:** Commissioner Jewell informed the Commission he spoke with an SPU employee informally regarding the Service Credit legislation which is currently with the City Council in committee. Commissioner Jewell suggested to the employee to continue to check the committees' agendas for the issue.

**Adjourn:** The meeting adjourned at 9:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/18/2012

/s/ Ellis H. Casson 7/18/2012

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Teresa R. Jacobs  
Administrative Staff Assistant

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Ellis H. Casson  
Commission Chair

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Date